

## **JOB OPPORTUNITIES – OCTOBER 25, 2012**

- **Senior Secretary III**
- **Chief Mental Health Psychiatrist**
- **Deputy Director, Mental Health Strategic Planning (Unclassified)**
- **Community Worker, Native American Indian**
- **Senior Manager CEO OEM**
- **Senior Manager CEO Project Management**

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
JAIL MENTAL HEALTH SERVICES

**TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION-COUNTY OF LOS ANGELES  
DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

**SENIOR SECRETARY III**

Jail Mental Health Services (JMHS) is seeking highly organized, reliable, and experienced person to fill the position of Senior Secretary III. This individual will be providing secretarial support to a program manager that oversees various programs of JMHS.

**EXAMPLE OF DUTIES:**

- Provides daily management and secretarial support directly to the Mental Health Clinical Program Head and administrative team.
- Gathers data for general information purposes or special reports and contacts other departments for additional materials/information as necessary.
- Schedules appointments and arrange conferences and meetings, including reserving conference rooms and preparing handouts and other materials.
- Coordinates staff meetings and prepares minutes.
- Prepares correspondence, notices, and bulletins.
- Reviews documents and ensures all relevant information is included.
- Screens phone calls and refers to the appropriate individuals within the program.
- Creates binders, forms, graphs, spreadsheets, and reports.
- Maintains training schedule for Jail Mental Health Services
- Maintains and organizes the office files.
- Other duties as assigned by the Program Head.

**DESIRABLE QUALIFICATIONS**

- Good verbal and written skills
- Ability to review and edit documents
- Strong administrative and organizational skills
- Adaptable and flexible to meet the high demands of the program
- Able to multi-task, prioritize multiple assignments and meet deadlines
- Highly-Skilled with Microsoft Office software programs: Word, Excel, and Outlook

Interested individuals holding the title of Senior Secretary III are encouraged to submit a resume, last two performance evaluations and Master Timecard via fax or e-mail by **October 26, 2012**.

**Beverly Williams  
Jail Mental Health Services  
441 Bauchet Street, Suite 1017  
Los Angeles, CA 90012  
FAX: (213) 687-8044  
bdwillia@lasd.org**

**AN EQUAL OPPORTUNITY EMPLOYER**

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## Job details

Job 1 of 1

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**Position/Program Information** Under the direction of the Director of Mental Health, this position has immediate responsibility for the management of Jail Mental Health Services (JMHS) programs. The position provides administrative management and clinical supervision of all JMHS Mental Health Clinical District Chiefs, Mental Clinical Program Heads, Supervising Mental Health Psychiatrists, Mental Health Psychiatrists and administrative, medical and clinical staff. In addition, the position involves collaboration with Los Angeles County Sheriff's Department and the Office of County Counsel to oversee implementation of the Department of Justice recommendations and ongoing monitoring of JMHS programs.

**Essential Job Functions**

Overall management responsibility for administrative and clinical supervision of approximately 250 employees from multiple disciplines working in the 24/7 Jail Mental Health Services program.

Provides leadership as the lead partner in collaborating with Sheriff's Department, NIMH, and the Assistant Attorney General's Office to develop and implement the Community Reintegration for Women Released from Century Regional Detention Facility project.

Provides oversight and direction in development of community training experiences and academic programs in collaboration with major universities for psychiatry and psychology trainees, including those from programs outside of Los Angeles County in partnership with academic programs under the JMHS.

Directs the clinical and administrative management of JMHS.

Directs the clinical work performed physicians, nurses, psychiatric social workers and other staff in JMHS.

Oversees the academic services of the JMHS in conjunction with major universities.

Develops, evaluates, oversees and directs the workforce training and

	development including hiring of mental health psychiatrists to ensure quality mental health services.
	Serves as a member of the Department's Executive Management Team.
<b>Requirements</b>	<b>Selection Requirements:</b> Completion of a residency approved by an American Specialty Board in Psychiatry certification in General Psychiatry by the American Board of Psychiatry and Neurology -AND- Four years experience in psychiatry, one year of which must have been as a Supervising Mental Health Psychiatrist.
<b>License(s) Required</b>	California State Physician and Surgeon's certificate authorized by the Board of Medical Examiners of the State of California.
	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
<b>Certificate(s) Required</b>	A valid Drug Enforcement Agency (DEA) certificate.
<b>Special Requirement Information</b>	<b>No out of class experience will be accepted.</b> <b>Applicants must hold the payroll title of Supervising Mental Health Psychiatrist.</b>
<b>Examination Content</b>	This examination will consist of an evaluation of related training, education and experience based on application information weighted 60% and Appraisal of Promotability weighted 40%. The Appraisal of Promotability is designed to measure Knowledge and Skills, Problem Solving & Analysis, Interpersonal & Public Relations Skills, Oral & Written Communication Skills, Resourcefulness and Leadership & Managerial Skills. Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.
<b>Vacancy Information</b>	The resulting eligible list for this examination will be used to fill vacancies in the Department of Mental Health.
<b>Eligibility Information</b>	The names of candidates receiving a passing grade in this examination will be placed on the eligible list and, unless appointed, will appear in the order of their scoring group for a period of at least twelve (12) months following the date of eligibility. No person may compete in this examination more than once every twelve (12) months.
<b>Available Shift</b>	Any
<b>Job Opportunity Information</b>	<b>Restricted to permanent employees of the above Department who have successfully completed their initial probationary period.</b>
<b>Application and Filing Information</b>	All applicants are required to submit a Standard County of Los Angeles Employment Application online only. Resumes cannot be accepted in lieu of applications, although resumes may be uploaded as attachments to the applications. This examination will remain open until the need of the services are met, and is subject to closure without prior notice.  <b>You MUST complete the filing process ONLINE (via electronic submission) ONLY.</b>  <b>APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.</b>

**Instructions for Filing:** A standard County of Los Angeles Employment

Application for this examination must be completed online and submitted electronically. Applications electronically received after 5:00 pm, PST on the last day of filing will not be accepted.

**APPLICANTS MUST COMPLETE AND SUBMIT THEIR JOB APPLICATIONS AND UPLOAD REQUIRED OR ADDITIONAL DOCUMENTS (e.g., residency certificate, license) AS ATTACHMENT (S) AT THE TIME OF FILING.**

Additional documents may also be faxed to (213) 637-5892.

To apply online, click on the link above or below this bulletin that reads, Apply to Job.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Please be sure your application indicates complete information, including dates for education and jobs held which relate to this position. For each job held, give the name and addresses of your employer, your job title, beginning and ending dates, description of work performed, total number of hours worked (full or part-time) and salary earned. Resumes showing training and experience may be attached to the Los Angeles County Application. All information and records are subject to verification. Falsification of records can result in disqualification from the examination or termination of employment.

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Richard Aaron
<b>Department Contact Phone</b>	(213) 738-4125
<b>Department Contact Email</b>	raaron@dmh.lacounty.gov
<b>ADA Coordinator Phone</b>	(213) 738-2850

**Teletype Phone** (800) 800-4099

**California Relay Services Phone** (800) 800-4099

**Job Field** Health Other

**Job Type** Professional

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## ANNUAL SALARY & BENEFITS

**ANNUAL SALARY: \$115,015 – \$174,086**, Range R14. The successful candidate may be appointed to any salary within the range, depending on qualifications and is subject to Chief Executive Office and Board of Supervisors approval. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

**BENEFITS** – The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

**Retirement Plan** – The successful candidate may choose either a contributory or non-contributory defined benefit plan. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

If the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013, that person's pensions will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a "new member" is someone who first becomes a member of LACERA on or after January 1, 2013 – that is, someone first employed by the County on or after December 1, 2012 – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.

**MegaFlex Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD&D insurance. (Not applicable to County employees who are currently in Flex.)

**Dependent Care and Health Care Reimbursement Accounts** are also available.

**Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

**Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.

**Holidays** – 11 paid days per year.

## SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call: (213) 738-2823 (ADA Coordinator - Voice); (800) 899-4099 (TTY); (800) 897-0077 (TTY); (800) 735-2922 (CRS)

Any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

**SOCIAL SECURITY ACT OF 2004:** Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement.

It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%.

For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

## FILING INSTRUCTIONS

Qualified candidates are invited to submit a statement of interest and their resume detailing education completed, positions held, current salary and special qualifications. Resumes should include the following:

Names of schools, colleges or universities attended, dates attended, degrees earned and field of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.

This information is required to determine if candidate meets the Minimum Requirements and Desirable Qualifications sections of this recruitment announcement.

Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, attached to your resume. This page will be removed from your resume when it is received. This information will be kept confidential and utilized solely for required statistical purposes.

Please submit statement of interest and resume package to:

Celia Yeung  
Department of Mental Health  
Human Resources Bureau  
550 South Vermont Ave., 9th Floor, Room 901  
Los Angeles, CA 90020  
Phone: (213) 738-4634  
Fax: (213) 637-5892  
Email: [cyeung@dmh.lacounty.gov](mailto:cyeung@dmh.lacounty.gov)

This announcement may be downloaded from the COUNTY OF LOS ANGELES website at: <http://hr.lacounty.info>

The County of Los Angeles is an Active Equal  
Opportunity Employer



THE COUNTY OF LOS ANGELES  
INVITES RESUMES

FOR

DEPUTY DIRECTOR, MENTAL HEALTH  
**STRATEGIC PLANNING**

(UNCLASSIFIED)



**Annual Salary \$115,015 – \$174,086 (Range R14)**

**Filing Period:**

**October 22, 2012 – Until the Position is Filled**

Hope wellness  recovery



## The County of Los Angeles

*The County of Los Angeles, with a population of approximately 10 million people, has more residents than any county in the nation, and within its boundaries are 88 cities. The County is rich in cultural diversity and home to world-renowned museums, theaters, the motion picture industry, major universities and numerous five-star restaurants. The mountains, deserts and the Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.*

*The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States.*

*The County has an annual budget in excess of \$24 billion. Thirty-five (35) administrative units or departments serve the needs of the County's population. The County funds over 100,000 positions to serve its diverse population.*

### THE DEPARTMENT OF MENTAL HEALTH

The Los Angeles County Department of Mental Health (DMH) is the largest county mental health department in the country. DMH directly operates 75 program sites and more than 100 co-located sites. DMH contracts with approximately 1,000 providers, including non-governmental agencies and individual practitioners who provide a spectrum of mental health services to people of all ages to support hope, wellness and recovery.

Our diverse workforce, including nurses, psychiatrists, psychologists, social workers, marriage and family therapists, medical doctors, community workers, trained family members and trained mental health consumers, serve over 250,000 residents of all ages each year.

### POSITION OVERVIEW

The position of Deputy Director, Mental Health is unclassified and is one of eight (8) Deputy Director, Mental Health positions. This Deputy Director has the responsibility for managing the Legislative/Government Relations, Public Information Office, Informatics, Fiscal Strategy & Revenue Management and Behavioral Health Program Administration. The Deputy Director is a member of the Department's Executive Management Team and reports to the Chief Deputy Director of Mental Health.



### EXAMPLES OF DUTIES

This Deputy Director's duties include, but are not limited to the following:

Oversees the administration of all aspects of strategic planning for the Department. Directs the operations of revenue management, Informatics, marketing, public information, and government relations in the development and implementation of department-wide planning strategies and priorities.

Directs the development and preparation of various reports relating to revenue forecasting, monitoring of claims for services, service level projection, and trend analysis; analyzes reports and plans, develops, implements, and monitors short and long range programmatic and revenue-generating strategic planning initiatives to ensure that current and future fiscal needs of the department are clearly identified and addressed, and mental health programs/services meet the needs of clientele.

Represents the department at meetings and conferences with state and federal agencies, legislative committees, and other County Departments. Directs Department-wide activities concerning public relations; implements communication strategies and public information programs to promote mental health programs and services; directs the standardization and quality improvement of data collection and its dissemination across the Department, other County departments, private and community partners, and the public.

Analyzes the most complex state and federal legislation and policy mandates pertaining to fiscal auditing and healthcare reform to assess their impact on the department's operations; formulates and directs the development and implementation of policies and procedures to improve consistency between program activities and departmental goals and objectives and ensure compliance with applicable local, state, and federal regulations.

Directs revenue management auditing activities and evaluates the effectiveness of strategic planning initiatives in relation to revenue objectives and maximization of revenue sources. Makes recommendations to executive management concerning department-wide budget priorities and revenue generation improvements.

### MINIMUM REQUIREMENTS

**OPTION I:** Completion of a residency approved by the American Specialty Board in Psychiatry and four years of post-doctoral field experience in psychiatry, three years of which must have been in a highly responsible administrative capacity\* AND a valid California State Physician and Surgeon's license authorized by the Board of Medical Examiners of the State of California. -OR-

**OPTION II:** A Doctorate degree in a field of psychology from an accredited university or college and four years of post-doctoral field experience in the application of clinical psychology techniques, three years of which must have been in a highly responsible administrative capacity\* AND a valid license to practice as a Psychologist issued by the State of California, Board of Psychology. -OR-

**OPTION III:** A Master's degree from an accredited school of social work and four years of post-degree field experience, three years of which must have been in a highly responsible administrative capacity\* AND a valid license to practice as a Clinical Social Worker issued by the California State Board of Behavioral Sciences. -OR-

**OPTION IV:** A Master's degree from an accredited school of Marriage and Family Therapy and four years of post-degree field experience, three years of which must have been in a highly responsible administrative capacity\* AND a valid license to practice as a Marriage and Family Therapist issued by the California State Board of Behavioral Sciences. -OR-

**OPTION V:** A Master's degree in nursing, and four years of post-degree field experience in community mental health, three years of which must have been in a highly responsible administrative capacity\* AND a valid license to practice as a Registered Nurse issued by the California Board of Registered Nursing. -OR-

**OPTION VI:** Three years of experience as a Mental Health Clinical District Chief. -OR-

**OPTION VII:** A Master's degree in Business Administration or Juris Doctorate from an accredited university or college and four years of experience in a highly responsible administrative capacity\*, three years of which must have been in a management capacity in an organization. -OR-

**OPTION VIII:** A Bachelor's degree in health care administration, public administration, business administration, psychology or a related field from an accredited university or college and six years of experience in a highly responsible administrative capacity\*, five years of which must have been in a management capacity in an organization. A Master's degree in any of the above academic areas from an accredited graduate school may substitute for one year of the required administrative experience.

### SPECIAL REQUIREMENT INFORMATION

\*Administrative capacity is defined as work performed in the overall management of a function or an organizational unit, including responsibility for the development of procedures, budget preparation, the direction of supervisory employees and participation in policy formulation. This includes experience at the level of independent responsibility for assignments of average difficulty analyzing and making recommendations for the solution of problems of organization, budget, personnel, information services, programs, facilities planning, materials management, and general management.

**LICENSE:** A valid California Class "C" driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

### DESIRABLE QUALIFICATIONS

- Experience as a senior or executive level manager of a large complex system in a major mental health program.
- Extensive analytical skills in the areas of fiscal auditing and revenue generating programs, including position recommendations.
- Strong management, organizational and leadership skills to coordinate the work of professional and technical personnel and the ability to handle multiple, highly sensitive priorities.
- Demonstrated ability to manage revenue-generating activities in a public sector or large health care environment.
- Extensive experience developing and administering comprehensive strategic plans, goals, and policies in a large organization.
- Experience in the preparation and execution of strategic plans.
- Experience in managing, recruiting and maintaining a multi-cultural workforce to meet the needs of the community.
- Excellent writing skills, with a strong emphasis in composing technically sound correspondence.
- The ability to work effectively with public officials, community and advisory groups, and private citizens.

### SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's qualifications for this position. The resume should include any additional information which the candidate would like considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Director for final selection.

**NOTE:** Prior to appointment, an extensive background investigation may be completed on the candidate selected for this position.

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## Job details

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<b>Bulletin Number</b>	11371BR
<b>Type of Recruitment</b>	Open Competitive Job Opportunity
<b>Department</b>	Mental Health
<b>Position Title</b>	COMMUNITY WORKER
<b>Additional Title</b>	Native American Indian
<b>Exam Number</b>	28103Q
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	10/18/2012
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	2257.45
<b>Salary Maximum</b>	3289.09
<b>Position/Program Information</b>	Assists professional staff in providing direct health or social services to clients . Positions allocable to this class work under the close direction of professional staff responsible for providing social or health services to clients. Incumbents must have a knowledge of the social or health service programs in which they are participating, and an understanding of the problems of the community group being served.
<b>Essential Job Functions</b>	<p>Facilitates relations between the agency and the Native American Indian community by communicating agency policies and programs to clients, family members, and community residents and conveying Native American Indian community cultural patterns and attitudes to outside agency professional staff.</p> <p>Receives service referrals from social workers and eligibility workers to assist welfare recipients and department of Children and Family Services (DCFS) involved families in a variety of ways such as obtaining food stamps and housing.</p> <p>Serves as an advocate for client access to departmental and community resources, particularly to Native American Indian cultural and healing services.</p> <p>Assists clients, family members, and caregivers in obtaining and completing application forms for benefits and services.</p> <p>Provides emergency services to clients by making linkages to appropriate supportive agencies and arranging for emergency shelter, emergency food, or emergency medical assistance.</p> <p>Takes medical, mental health, family, social, and employment histories and assists clients and patients in completing necessary forms.</p> <p>Facilitates client development of independent living skills by conducting support groups in subjects such as daily living skills including cooking, shopping, household budgeting, use of public transportation, and attendance to personal grooming and hygiene.</p> <p>Provides general linkage services to children and their families and refers them to various community services for health, substance abuse, mental</p>

health, housing, employment, educational and financial services needs.

Screens referrals and places clients in proper groups for counseling, including substance abuse and parent education groups, and may assist in the implementation of these groups.

Assists in research projects by monitoring the completion of questionnaires, conducting interviews, and collecting basic data, regarding best practices for Native American Indian clients.

**Requirements**

**Selection Requirements:**

Six months of full-time experience working with the **Native American Indian population** or with **Native American Indian community groups** performing duties such as interviewing clients concerning health, mental health, and social services concerns, answering questions and providing linkages, and offering information about health, mental health, educational services, or social services to mental health clients or community members.

**Physical Class**

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)  
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Desirable  
Qualifications**

Possess knowledge of the customs and culture of Native American Indian community(ies) gained by life experience.

Experience working with children and/or youth.

Experience in providing substance abuse counseling or related services.

Willing to provide services in various locations throughout Los Angeles County.

**Examination  
Content**

This examination will consist of an evaluation of experience based upon application and Supplemental Application Form information, weighed 100%.

**Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.**

**Special  
Information**

Past and present mental health clients and family members are encouraged to apply.

**Vacancy  
Information**

The resulting eligible register for this examination will be used to fill vacancies in the Los Angeles County Department of Mental Health, American Indian Counseling Center.

**Eligibility  
Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

**Retake:** No person may complete for this examination more than once every twelve (12) months.

**Available Shift**

Day

**Application and  
Filing  
Information**

**APPLICATIONS MUST BE FILED ON-LINE ONLY.  
APPLICATIONS SUBMITTED BY U.S.MAIL, FAX OR IN PERSON  
WILL NOT BE ACCEPTED.**

Fill out your application and **Supplemental Application Form** completely. Provide any relevant training and experience in the spaces provided so we can evaluate your qualifications for the job.

**Click on the link below to access the Supplemental Application Form:**

[http://file.lacounty.gov/dhr/ehr/cms1\\_185263.doc](http://file.lacounty.gov/dhr/ehr/cms1_185263.doc)

All information is subject to verification. We may reject your application at any time during the selection process.

**INSTRUCTIONS FOR FILING ONLINE:**

Apply online by clicking on the link above this bulletin that reads, "Apply to Job" so you can apply online and track the status of your application and get notified of your progress by email.

We must receive your application and **Supplemental Application Form** by 5:00 pm, PST, on the last day of filing.

**ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (i.e. 000-00-0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION .**

**Computer and internet access at libraries:**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**No sharing User ID and Password:** All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

Applicants must complete and submit their applications, upload required documents (e.g. Supplemental Application Form, resume, and/or additional examination related documents, etc..) as attachment(s) at the time of filing.

**Note:** If you are unable to attach the required documents, you may fax them to (213) 637-5892 or email to [fman@dmh.lacounty.gov](mailto:fman@dmh.lacounty.gov) within five (5) business days of on-line filing. Please include the examination number and examination title.

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

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**Equal Employment Opportunity:** It is the policy of the County of Los

Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department Contact Name** Francis Man  
**Department Contact Phone** (213) 637-0793  
**Department Contact Email** fman@dmh.lacounty.gov  
**ADA Coordinator Phone** (213) 738-2823  
**Teletype Phone** (800) 735-2922  
**California Relay Services Phone** (800) 735-2922  
**Job Field** Health Other  
**Job Type** Paraprofessional

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## Job details

Job 1 of 1

[Apply to job](#)[Send to friend](#)[Save to cart](#)[View similar jobs](#)**Bulletin Number** 2226BR**Type of Recruitment** Open Competitive Job Opportunity**Department** Mental Health**Position Title** INFORMATION SYSTEMS ANALYST II**Additional Title** HEALTHCARE**Exam Number** 22591G**Filing Type** Open Continuous**Filing Start Date** 05/02/2011**Salary Type** Monthly**Salary Minimum** 5088.73**Salary Maximum** 6673.64**Position/Program Information** Under general supervision, defines and analyzes requirements and business functions, designs functional systems specifications and tests and coordinates the implementation of new application systems and/or revisions to existing systems.**Essential Job Functions** Confers and collaborates with users and other County departments in the implementation and delivery of major system(s).

Identifies and documents user, functional, non-functional and technical requirements for complex healthcare related administrative, clinical and financial applications by conducting user interviews, surveys, workflow modeling sessions and/or focus groups and JAD sessions.

Prepares technical systems documentation such as workflow diagrams, technical specifications, entity relations diagrams (ERD) and user interface documents.

Researches new information systems, modules, and/or components by conducting comparative analyses and product evaluations.

Performs assessments related to feasibility, time requirements, costs/benefits, and build/buy decision-making, in order to make solution recommendations.

Provides input and support to Department of Mental Health (DMH) Business Automation Plan.

Performs system and data analysis and design.

Participates in the development of request for information (RFIs), request for proposals (RFPs), request for quotes (RFQs), statement of works (SOWs), etc., and in the evaluation of proposals.

Assists in the development of test scripts, test plans, test scenarios and tests the functionality of modules, components, and/or entire information systems.

Performs system diagnostics to resolve application errors.

Develops training materials and provides orientation and/or application training to various end-users.

Works with vendors to develop and implement solutions to specific problems or to meet specific objectives; monitors vendor's performance.

Utilizes project management methodology and tools, completes relevant project documentation, and assists project managers throughout the project management lifecycle.

Utilizes System Development Life Cycle (SDLC) for development and/or enhancement of highly complex systems.

Serves as the point of contact with respect to information system-related projects and functions.

Monitors progress on various assignments related to the project(s) and provides status to various stakeholders.

**Requirements**

**Selection Requirements:**

**Option I:** Graduation from an accredited\* college/university with a Bachelor's degree or higher in Computer Science, Information Systems, or a closely related field and (1) year within the last three years, full-time, paid experience in information systems analysis and design in a centralized information technology organization\*\* in a healthcare environment.

**Option II:** Two (2) years within the last three years, full-time, paid experience in information systems analysis and design in a centralized information technology organization\*\* of which one (1) year must be in a healthcare environment.

**Physical Class**

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s) Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Desirable Qualifications**

Experience performing analysis and/or design for specialized and complex healthcare applications that include clinical, financial and/or administrative functionality.

Experience as a business and/or systems analyst performing system selection, development, implementation, and/or system upgrade tasks.

Experience in system administration; application development; data analysis; technical writing; end-user training; and project management.

Effective oral and written communication skills.

**Special Requirement Information**

While the positions in the Chief Information Office Bureau normally work during regular County daytime business hours, appointees may be required to work any shift, including evenings, nights, holidays or weekends.

\*\*Centralized IT organization is defined in the County of Los Angeles

as that which is responsible, under the direction or guidance of the Chief Information Technology official (or, at the Sheriff's Department, the coordinated executive command structure) for the department or major organization unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationships to the IT requirements and initiatives of the department or major organizational unit.

**Accreditation Information**

**Accreditation:** \*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Transcripts:** In order to receive credit for any college course work, or any type of college degree, such as a Bachelor, or Masters degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application.

**Examination Content**

This examination will consist of a qualifying assessment of each candidate's background on the basis of information submitted on the Los Angeles County Application and Supplemental Application Form at the time of filing to determine the level and scope of the candidate's preparation for this position. The candidates with the highest qualifications as determined by the screening process will be invited to the interview weighted 100%. The interview will assess candidates' education, experience, personal fitness, general knowledge and abilities to perform the duties of the position.

Candidates must pass qualifying assessment and achieve a passing score of 70% or higher on the interview in order to be placed on the Eligible Register.

**Special Information**

**Past and present mental health clients and family members are encouraged to apply.**

**Vacancy Information**

The eligible register resulting from this examination will be used to fill vacancies in the Department of Mental Health, Chief Information Office Bureau, Enterprise Project Management and Planning Division, the Enterprise Application Division and the Data Management & Business Intelligence Division.

**Eligibility Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

**Retake:** No person may compete for this examination more than once every twelve (12) months.

**Available Shift**

Day

**Job Opportunity Information**

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6,

1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

**Veterans Preference Credit:** Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

**Application and Filing Information**

Fill out your application and **Supplemental Application Form** completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification. We may reject your application at any time during the selection process.

**INSTRUCTIONS FOR FILING ONLINE:**

Apply online by clicking on the link above or below this bulletin that reads, "Apply to Job" so you can apply online and track the status of your application and get notified of your progress by email.

Click the link below for the Supplemental Application Form:

[http://file.lacounty.gov/dhr/ehr/cms1\\_174864.doc](http://file.lacounty.gov/dhr/ehr/cms1_174864.doc)

We must receive your application and supplemental application form by 5:00 pm, PST, on the last day of filing.

**ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (i.e. 000-00-0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION.**

**Applicants must complete and submit their applications, upload required documents (e.g. Supplemental Application Form, Diploma, Transcripts, Training Certificates, Resume and/or additional examination related documents, etc.,) as attachment(s) at the time of filing.**

**Note: If you are unable to attach the required documents, you may fax them to (213) 637-5892 or email to [fman@dmh.lacounty.gov](mailto:fman@dmh.lacounty.gov) within five (5) business days of on-line filing. Please include examination number and examination title.**

**APPLICATIONS MUST BE FILED ON-LINE ONLY. APPLICATIONS SUBMITTED BY U.S.MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.**

**County of Los Angeles Information**

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

**Department Contact Name**  
**Department**

Francis Man

**Contact Phone** (213) 637-0793  
**Department Contact Email** fman@dmh.lacounty.gov  
**ADA Coordinator Phone** (213) 738-2823  
**Teletype Phone** (800) 735-2922  
**California Relay Services Phone** (800) 735-2922  
**Job Field** Information Technology  
**Job Type** Technicians

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**Bulletin Number** 10969BR

**Type of Recruitment** Open Competitive Job Opportunity

**Department** Human Resources Countywide Exams

**Position Title** SENIOR MANAGER, CEO (OFFICE OF EMERGENCY MANAGEMENT)

**Exam Number** R0846C

**Filing Type** Open Continuous

**Filing Start Date** 10/22/2012

**Salary Type** Monthly

**Salary Minimum** 11906.72

**Salary Maximum** 18021.78

**Special Salary Information** **Management Appraisal of Performance Plan (MAPP):** This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.

**Position/Program Information** **FILING WILL BE SUSPENDED AFTER THE FIRST 200 APPLICATIONS ARE RECEIVED OR ON FRIDAY, NOVEMBER 2, 2012 AT 5 P.M. (PST), WHICH EVER OCCURS FIRST. THE EXAM WILL REOPEN IF THE NEEDS OF THE SERVICE REQUIRE.**

This position reports to the Deputy Chief Executive Officer and is responsible for overseeing and providing management direction for a complex emergency management office comprised of professional emergency managers, information technology staff, and secretarial staff.

**Essential Job Functions**

- Plans, organizes, directs, and evaluates the work of the division;
- Formulates internal policies and procedures for the administration of the division;
- Directs a variety of emergency management programs and projects;
- Develops, implements and updates operations plans for emergencies;
- Maintains rapport as liaison with a wide variety of public, private, volunteer, and non-profit agencies at the local, state, and federal level on matters pertaining to emergency management, preparedness, response, mitigation, and recovery;
- Directs the coordination of the work of the division with that of other divisions and departments;
- Provides direction for the development of large-scale disaster exercises;
- Provides management level review and analysis of legislative proposals and bills related to emergency preparedness;
- Develops and maintains critical information technology systems required for disaster and recovery management;
- Responds on a 24-7 basis to the County Emergency Operations Center (CEOC), and other locations as appropriate, during CEOC activities;
- Organizes or coordinates the release of emergency preparedness information to county residents;

In the event of an emergency, disseminates information to affected parties in a timely manner;

Advises Office of Emergency Management staff on work methods, policy interpretation, and problem areas;

Directs the preparation of correspondence and reports related to the work of the division; and

Provides fiscal oversight and management over the division's expenditures, revenues and grant funds.

**Requirements**

**SELECTION REQUIREMENTS:**

Graduation from an accredited\* college or university with a Bachelor's degree\*\* in emergency management, public safety, public health, public administration, business, public policy, or a closely related field and two years of experience in a supervisory or managerial role directing the development of strategic and tactical enforcement of security and crisis management programs, emergency management, or disaster management functions at the level of Los Angeles County's class of Manager, CEO\*\*\* or higher.

**Physical Class**

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s) Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Special Requirement Information**

\*\*In order to receive credit for any college course work, or any type of college degree, such as Bachelor's degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application or during the examination process. All information and records are subject to verification. Falsification of records may result in disqualification from the examination or termination of employment.  
INTERNET PRINTOUT WILL NOT BE ACCEPTED.

\*\*\*Manager, CEO in the County of Los Angeles is defined as assisting in the overall administration of a division of the Chief Executive Office. Positions allocable to this class are responsible for the most difficult and highly specialized, complex assignments and serve as technical consultants and advisors that develop recommendations that have substantial impact on Countywide operations, management and programs as ordered directly by the Chief Executive Officer; as well as direct supervision of a staff of professionals assigned to complex program, functional areas or projects with an agency-wide impact. A Manager, CEO is compensated in the range of \$123,639.24 - \$187,138.08 annually.

**Accreditation Information**

**\*Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Examination Content**

**This examination will consist of two (2) parts:**

**PART I:** An online Work Styles Assessment (WSA) weighted 25%. The WSA will measure Director Potential, Director Judgment, Business Acumen,

Drive for Results, Building Relationships, and Self-Motivation.

Only those candidates who pass the WSA test (Part I) will be eligible to proceed to the structured interview (Part II). Candidates who are unsuccessful on the WSA test will be notified by mail. WSA test scores cannot be given over the phone.

The WSA test is not reviewable by candidates per Civil Service Rule 7.19.

**PART II:** An Interview weighted 75%. The interview will assess knowledge and experience; problem solving and decision making; communication and interpersonal effectiveness; work habits and attitudes; and leadership and management.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.

This examination contains test parts that may be used in the future for new examinations. You may be required to transfer your scores to the new examination and may not be allowed to re-take any identical test parts for at least a year.

Applicants who are also concurrently applying for Senior Manager, CEO (Project Management), Exam No. R0846B, will take the written test one time. The resulting score will be transferred to all applicable examinations for which you applied.

**Special  
Information**

**TEST PREPARATION RESOURCES ARE AVAILABLE TO HELP  
CANDIDATES PREPARE FOR EMPLOYMENT TESTS:**

- An interactive, Online Test Preparation System for taking practice tests and viewing information guides may be accessed on the Department of Human Resources website at:

<http://hr.lacounty.gov>

Please click on "Job Info Center." In the section "Some helpful links," click on "Employment Test Preparation."

- You can also access practice tests for the computerized version of the test by going to the following website:

[http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html)

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**Vacancy  
Information**

The resulting eligible register for this examination will be used to fill vacancies in the Los Angeles County Chief Executive Office.

**Eligibility  
Information**

Applications will be processed on an "as-received" basis and those receiving a passing score will be promulgated onto the eligible register accordingly.

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

**Application and Filing Information**

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

All applicants are required to submit a Standard County of Los Angeles Employment Application **ONLINE (via electronic submission) ONLY**. Facsimile and hardcopy applications will not be accepted.

**INSTRUCTIONS FOR FILING ONLINE:**

To access this bulletin online, visit our website at <http://hr.lacounty.gov> or enter the direct link below:

[https://sjobs.brassring.com/1033/asp/tg/cim\\_jobdetail.asp?partnerid=25082&siteid=5045&areq=10969BR](https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=10969BR)

Applicants may upload any supporting documents (ie. copy of diploma) as attachments at the time of filing or during the examination process.

We must receive your application by 5:00 p.m., PST, on the last day of filing.

We may close this examination without prior notice.

The acceptance of your application depends on whether you have CLEARLY shown that you meet the SELECTION REQUIREMENTS. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates of employment, number of hours worked per week, salary earned, size of organization, number and composition of personnel supervised, scope of responsibilities, and functions managed. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

**SOCIAL SECURITY NUMBER:**

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:**

All applicants must file their application on-line using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[GENERAL EXAMINATION INFORMATION](#)

**OR**

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Sarah Rivanis
<b>Department Contact Phone</b>	(213) 738-2084
<b>Department Contact Email</b>	srivanis@hr.lacounty.gov
<b>ADA Coordinator Phone</b>	(213) 738-2057
<b>Teletype Phone</b>	(800) 899-4099
<b>California Relay Services Phone</b>	(800) 735-2922
<b>Alternate TTY Phone</b>	(800) 897-0077
<b>Job Field</b>	Administration
<b>Job Type</b>	Officials and Administrators

Close

Close

<b>Bulletin Number</b>	3268BR
<b>Type of Recruitment</b>	Open Competitive Job Opportunity
<b>Department</b>	Human Resources Countywide Exams
<b>Position Title</b>	SENIOR MANAGER, CEO (PROJECT MANAGEMENT)
<b>Exam Number</b>	R0846B
<b>Filing Type</b>	Open Continuous
<b>Filing Start Date</b>	10/18/2012
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	11906.72
<b>Salary Maximum</b>	18021.78
<b>Special Salary Information</b>	<b>Management Appraisal of Performance Plan (MAPP):</b> This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.
<b>Position/Program Information</b>	This position will report to the Children and Families' Well-Being Cluster within the Department of the Chief Executive Officer and will be responsible for complex, high profile, detailed projects requiring coordination among and between Clusters.
<b>Essential Job Functions</b>	Plans, organizes, directs, and evaluates the projects and/or initiatives that cross Departments and/or Clusters.

Creates and executes project work plans and revises as appropriate to meet changing needs and requirements.

Manages day-to-day operational aspects of a project and scope, including applying County of Los Angeles methodology, minimizing risk to the county, reviewing deliverables, and enforcing project standards.

Tracks project issues, coordinates problem solving, conflict resolution, escalations and performs follow-up to ensure issues are resolved and properly communicated.

Facilitates inter-departmental and cluster project teams effectively.

Delivers engaging, informative, and well-organized presentations.

Manages the process of innovative change effectively.

Challenges others to develop as leaders while serving as a role model and mentor.

Identifies opportunities for improvement and makes constructive suggestions for change.

Promotes teamwork and alignment of the team to meet project goals and objectives.

Maintains liaison with a variety of officials, agencies, and organizations on matters related to myriad projects and/or initiatives.

**Requirements**

**SELECTION REQUIREMENTS:**

Graduation from an accredited\* college or university with a Bachelor's Degree\*\* -AND- three years of experience in a supervisory or managerial

role directing the analysis and resolution of problems related to project management or leading large scale complex projects involving multiple stakeholders at the level of Los Angeles County's class of Manager, CEO\*\*\* or higher.

**Physical Class**

**Physical Class II** – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s) Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Desirable Qualifications**

- Project management experience within government
- Project Management Professional Certification

**Special Requirement Information**

\*\*In order to receive credit for any college course work, or any type of college degree, such as Bachelor's degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization, or official certificates with your application or during the examination process. All information and records are subject to verification. Falsification of records may result in disqualification from the examination or termination of employment. INTERNET PRINTOUT WILL NOT BE ACCEPTED.

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Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.

This examination contains test parts that may be used in the future for new examinations. You may be required to transfer your scores to the new examination and may not be allowed to re-take any identical test parts for at least a year.

Applicants who are also concurrently applying for Senior Manager, CEO (Office of Emergency Management), Exam No. R0846C, will take the written test one time. The resulting score will be transferred to all applicable examinations for which you applied.

**Special  
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[https://sjobs.brassring.com/1033/asp/tg/cim\\_jobdetail.asp?partnerid=25082&siteid=5045&areq=3268BR](https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=3268BR)

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**SOCIAL SECURITY NUMBER:**

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**County of Los Angeles Information**

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Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department**

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**Job Field** Administration  
**Job Type** Officials and Administrators

Close